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Director

COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY

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"To Enrich Lives Through Effective And Caring Service"

BOARD OF SUPERVISORS

GLORIA MOLINA
MARK RIDLEY-THOMAS
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June 9, 2009

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

28

JUNE 9, 2009

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

**AUTHORIZATION TO ACCEPT OLDER AMERICANS ACT (OAA) TITLE III-E GRANT
AWARDS AND APPROVAL TO EXECUTE FAMILY CAREGIVER SUPPORT
PROGRAM (FCSP) CONTRACTS
(ALL SUPERVISORIAL DISTRICTS) (3-VOTES)**

SUBJECT

Community and Senior Services (CSS) seeks delegated authority to: 1) accept Older Americans Act (OAA) Title III-E grant awards and contract amendments from the California Department of Aging (CDA) for each year of a four-year funding period beginning July 1, 2009 through June 30, 2013; 2) execute annual contracts and contract amendments with the CDA required for acceptance of the grant funds; 3) execute contracts and allocate funds for the contract term as a result of a Request for Proposals (RFP); 4) execute contract amendments within the contract term to increase or decrease contract amounts; 5) execute cost of living adjustments to contract agencies; and 6) execute contract amendments to extend the contract term and allocate funding for Fiscal Year (FY) 2009-10. The Family Caregiver Support Program provides supportive services to eligible adults to assist in their caregiving role to ensure the health, dignity, and independence of Family Caregivers.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Director of Community and Senior Services, or designee, from the Los Angeles County Area Agency on Aging (AAA), Planning and Service Area (PSA) 19, to accept funding for the FY 2009-10 OAA Title III-E grant award of \$2,448,828, from

the CDA (Contract # AP-0910-19) for the provision of family caregiver and/or grandparent/relative caregiver support services through the Title III-E Family Caregiver Support Program, for adults aged 18 and older.

2. Delegate authority to the Director of CSS, or designee, to accept OAA Title III-E grant awards and any amendments thereto from the CDA for each year of the contract period beginning July 1, 2009 through June 30, 2013, under CDA contract numbers: AP-0910-19 (for FY 2009-10), AP-1011-19 (for FY 2010-11), AP-1112-19 (for FY 2011-12), and AP-1213-19 (for FY 2012-13); and execute annual contracts and all future contract amendments with the CDA required for acceptance of these funds, provided that: 1) the referenced CDA contract numbers do not change during the four-year contract period, and 2) the Director of CSS, or designee, notifies your Board and the Chief Executive Office (CEO) in writing within ten workdays of accepting the funding.
3. Delegate authority to the Director of CSS, or designee, to negotiate and execute contracts for a four-year contract term effective July 1, 2009 through June 30, 2013, after County Counsel approval as to form, with 16 agencies in the amounts indicated on the Attachment for the provision of family caregiver support program services during FY 2009-10. Overall funding for each agency is subject to the availability of funds each fiscal year and the agency's performance in meeting the goals of the Family Caregiver Support Program in the County.
4. Authorize the Director of CSS, or designee, to execute contract amendments with the agencies indicated on the Attachment as needed throughout the contract term effective July 1, 2009 through June 30, 2013, to increase or decrease the maximum contract amounts in response to State funding and based on contractor performance and the total funds available, provided that: (a) the total allocations do not exceed funding availability; (b) approvals of County Counsel as to form and the CEO are obtained prior to any such amendment; and (c) the Director of CSS, or designee, confirms in writing to the Board of Supervisors and the CEO within 30 days after such amendments have been executed. This action would assure full expenditure of funds and is consistent with the Board's policy requiring review of contractor performance.
5. Authorize the Director of CSS, or designee, to execute and approve Cost of Living Adjustment (COLA) increases or decreases to contract agencies at the Director's discretion, consistent with the County's established policy and County contract language.
6. Delegate authority to the Director of CSS, or designee, to extend the contract term and execute a contract amendment with the current Title III-E Legal Services provider in the estimated amount indicated on the Attachment for the continued provision of supplemental legal services provided to the Family Caregiver Support

Program for a period not to exceed 12 months effective July 1, 2009 through June 30, 2010. This contract amendment is funded by OAA Title III-E. The approval of County Counsel as to form and the CEO will be obtained prior to execution of the contract amendment.

7. Authorize the Director of CSS, or designee, to execute contract amendments to increase or decrease the amended Title III-E legal services amount in response to State contract amendments and based on contractor performance and total funds available provided that: (a) approvals of County Counsel and CEO are obtained prior to any such amendment, and (b) the Director of CSS, or designee, confirms in writing to the Board of Supervisors and the CEO within 30 days after such amendments have been executed. This action would assure full expenditure of funds and is consistent with the Board's policy requiring review of contractor performance.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended actions will enable CSS to continue administration of the Family Caregiver Support Program for the contract term beginning July 1, 2009 through June 30, 2013. This program provides supportive services including information, education, access, training, and respite for caregivers to assist in their caregiving role to ensure the health, dignity, and independence of Family Caregivers. The types of services provided through this program include, but are not limited to, the following: public information and/or community education on caregiving, support services such as support groups, and respite care services designed to enable caregivers to have a temporary period of relief or rest from their care giving responsibilities.

In addition, the recommended actions will also allow CSS to amend the existing contract in which Title III-E legal services are provided, for a period not to exceed 12 months effective July 1, 2009 through June 30, 2010, in order to continue working with the CDA to redesign the legal services component for the provision of this specialized supplemental service to caregivers. CSS will implement the recommendations made by the CDA, and incorporate new program requirements. The four-year funding cycle for the Title III-E legal services contract expired at the end of FY 2006-07. CSS received approval by the CDA to extend the contract term for three additional 12-month periods effective July 1, 2007 through June 30, 2010.

Performance Measures

To comply with federal and State funding source requirements and Los Angeles County's *Performance Counts!* Initiative, CSS has developed the following performance standards to measure program effectiveness for the Family Caregiver Support Program:

- Increase the number of caregivers served;

- Ensure the health, dignity, and independence of Family Caregivers; and
- Assist caregivers in providing longer and better care for care receivers.

Agencies are required to develop benchmark criteria for each performance standard. CSS will assess the agencies' performance during each monitoring visit.

Implementation of Strategic Plan Goals

The recommended actions support the Countywide Strategic Plan Goals: Goal #1 Operational Effectiveness, Goal #2 Children, Family and Adult Well-Being, and Goal #4 Health and Mental Health.

FISCAL IMPACT/FINANCING

The Family Caregiver Support Program is financed with OAA grant funds received from the CDA annually. These funds are included in the Department's FY 2009-10 Proposed Budget. The total available funds for the Family Caregiver Support Program are \$2,448,828.

Of the CDA dollars totaling \$2,448,828, \$1,553,000 is allocated for the caregiver program contracts, and approximately \$895,828 will be used for administrative and programmatic costs.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The current Family Caregiver Support Program contracts are due to expire on June 30, 2009. CSS released a RFP in January 2009 to solicit proposals from qualified agencies to provide caregiver program services beginning July 1, 2009 for a four-year contract period, commencing July 1, 2009 through June 30, 2013, contingent upon the availability of funds and contractor performance.

All caregiver services were included in the RFP, with the exception of the supplemental legal services component. CSS determined that the requirements for this highly specialized service would best be addressed through a separate solicitation.

The funding cycle for the Title III-E caregiver legal services expired at the end of FY 2006-07 and was extended through FY 2008-09. Likewise, the current AAA Title III-E legal services contract is scheduled to expire June 30, 2009. The CDA recommended that CSS redesign the program as a result of a monitoring visit conducted in March 2007. CSS has worked closely with the CDA to develop a timeline for the contract extension and release of the RFP. The OAA and the CDA require a new procurement process be conducted every four years. This extension will allow CSS the time to

continue working with the CDA to redesign the legal services component and release a separate RFP. For FY 2009-10, the CDA has approved an extension. County Counsel has reviewed and approved this Board letter.

The agencies on the Attachment that are being recommended for funding are in compliance with all Board and CEO requirements. The CEO has reviewed and concurs with the recommended actions.

CONTRACTING PROCESS

On January 30, 2009, CSS released a RFP to solicit proposals from qualified agencies to provide family caregiver and/or grandparent/relative caregiver services to adults aged 18 and older. CSS sent over 400 letters of interest from a compiled address list to potential bidders in all supervisorial districts, including AAA Advisory Council and Los Angeles County Commission on Aging (LACCOA) members and current AAA-funded agencies. The RFP was advertised in greater Los Angeles County newspapers such as the Los Angeles Times, L.A. Watts Times, Antelope Valley Press and Hoy. The RFP and all related documents were also posted and available on the CSS, Internal Services Department (ISD) and County Office of Small Business (OSB) websites.

17 agencies submitted a total of 18 proposals for family caregiver and/or grandparent/relative caregiver services. Of the proposals received, one of the proposals was unsuccessful and did not meet the evaluation criteria outlined in the RFP.

The agencies on the Attachment that are being recommended for funding satisfied the evaluation criteria by receiving a score of 700 or higher (out of a total 1000 possible) for each submitted proposal.

The Family Caregiver Support Program contract is not a Proposition A contract in which living wage laws would be applicable. CSS is not capable of providing all of the State required direct family caregiver and/or grandparent/relative caregiver support services. The Family Caregiver Support Program services are contracted through community-based organizations.

Monitoring

Monitoring of the Family Caregiver Support Program will be conducted on an annual basis and will include administrative and programmatic monitoring to ensure contract compliance. Fiscal and Program monitoring is accomplished through the CSS Contract Compliance Division.


IMPACT ON CURRENT SERVICES

The recommended actions will assure the continuation of crucial Family Caregiver Support Program services to adults over 18 who provide direct care to care receivers, and will ensure the health, dignity, and independence of Family Caregivers.

CONCLUSION

Upon Board approval, please mail one copy of the adopted Board letter to Ms. Sonja Ivey-Rojas, CSS, 3175 West Sixth Street, Room 403, Los Angeles, CA, 90020. If you need to contact Ms. Ivey-Rojas, her number is (213) 351-8917.

Respectfully submitted,


CYNTHIA D. BANKS
Director

Attachment

c: Chief Executive Officer
Acting County Counsel
Auditor-Controller
Executive Officer, Board of Supervisors

**COMMUNITY AND SENIOR SERVICES (CSS)
 OLDER AMERICANS ACT (OAA)
 TITLE III-E GRANT
 FAMILY CAREGIVER SUPPORT PROGRAM (FCSP)**

ATTACHMENT

	(a) SUP. DIST	(b) CONTRACT NUMBER	(c) FUNDING TOTAL
I. Family Caregiver Services			
1 AltaMed Health Services	1	FCSP-0913-001	\$ 41,196
2 Alzheimer's Association	1,3,4	FCSP-0913-002	\$ 79,550
3 Behavioral Health Services, Inc. (BHS)	4	FCSP-0913-003	\$ 44,688
4 Chinatown Service Center	1,4,5	FCSP-0913-004	\$ 165,590
5 El Monte, City of	1	FCSP-0913-005	\$ 11,900
6 Human Services Association (HSA)	1,2,4	FCSP-0913-006	\$ 117,829
7 Jewish Family Services of Los Angeles (JFS)	2,3	FCSP-0913-007	\$ 24,647
8 Just Rite Community Programs	2,3,5	FCSP-0913-008	\$ 64,854
9 Pasadena Hospital Association, Ltd.	1,4,5	FCSP-0913-009	\$ 62,252
10 Santa Anita Family Service	1,5	FCSP-0913-010	\$ 220,768
11 Santa Clarita Valley Committee on Aging, Corp.	3,5	FCSP-0913-011	\$ 63,426
12 Southeast Area Social Services Funding Authority (SASSFA)	1,4	FCSP-0913-012	\$ 62,093
13 SCAN Health Plan	2,4	FCSP-0913-013	\$ 29,440
14 Special Services for Groups (SSG)	4	FCSP-0913-014	\$ 107,063
15 USC/LACRC	ALL	FCSP-0913-015	\$ 230,705
TOTAL			\$ 1,326,000
II. Grandparent/Relative Caregiver Services			
1 Grandparents as Parents, Inc.	2,3,4	FCSP-0913-016	\$ 67,000
2 Santa Anita Family Service	1,5	FCSP-0913-010	\$ 80,000
TOTAL			\$ 147,000
III. Title III-E Legal Services			
1 Bet Tzedek	ALL	40279	\$ 80,000
GRAND TOTAL			<u>\$ 1,553,000</u>